

TOWN OF DAY ZONING BOARD OF APPEALS

REGULAR MEETING-DRAFT MINUTES

MARCH 17, 2025

PAGE 1 OF 3

APPROVED

A REGULAR MEETING of the Zoning Board of Appeals of the Town of Day, County of Saratoga, State of New York, was held in Day Town Hall, 1650 North Shore Rd., Hadley, NY 12835 on March 17, 2025.

The meeting was called to order by Chairwoman April Schmick at 7:30 pm with the following answering roll call: Jeremy Allen, Steve Edwards, Rob Zeglen Tina Seibert and Attorney Matt Fuller.

Motion made by Steve Edwards, seconded by Tina Seibert to approve the December 16, 2024 Regular meeting minutes.

Ayes: Steve Edwards, Tina Seibert, April Schmick, Rob Zeglen and Jeremy Allen

Carried: 5-0

Discussion of Application Forms: Attorney Matt Fuller presented the draft copies of the Area Variance Application, Use Variance Application, and the Interpretation-Appeal Application.

The board reviewed the forms and had a discussion with ideas of modifying the forms to make it easier for the property owner and planning board when it is formally presented:

How many copies to be submitted by property owners which is their responsibility and the cost of such

Each page of Copies when received need to be date stamped and initialed

Town Clerk is Custodian of original plans, applications and changes as submitted

Copies in Town of Day Hall should be in chronological order internally even in electronic form by Tax Map Number

Where is Store Tech the company that designed the Town server, emails and back up capabilities keeping the files

TOWN OF DAY-ZONING BOARD OF APPEALS

REGULAR MEETING-DRAFT MINUTES

MARCH 17, 2025

PAGE 2 OF 3

Electronic software for storing PDF's are; Typewriter, Adobe- the files can be electronically date stamped which is the filing date

Share Point program is the easy way to have all pertinent information all in one place

Board wants a full set of plans to be submitted to make easier to read and then if copies are needed it can be done on 11 x 17 paper

Board members want a Town Email for each individual board member for legal security

The original application must be submitted by the 15th of the month prior to meeting of board

The board wants 3 to 4 weeks to review complete application and site plans and then have formal Zoning Board Meeting

Board wants to invite Bill Farr, Code Enforcement Officer to next meeting on April 21, 2025 to discuss what is needed to be obtained from the homeowner as part of the Zoning Board application

Feasible Change is what the Board thinks not the property owner

Fee for Zoning Board Application is \$75.00

Chairwoman April Schmick to forward email to Town of Day Re: PDF's and an email for each board member and shared storage

EXECUTIVE SESSION to discuss litigation

Motion made by Rob Zeglen to go into Executive Session, seconded by Steve Edwards at 8:32 pm

TOWN OF DAY-ZONING BOARD OF APPEALS

REGULAR MEETING-DRAFT MINUTES

MARCH 17, 2025

PAGE 3 OF 3

Ayes; Chairwoman April Schmick, Steve Edwards, Tina Seibert, Rob Zeglen and Jeremy Allen

Carried: 5-0

Motion made by Tina Seibert, seconded by Steve Edwards to come out of Executive Session at 8:48 pm

Ayes: Chairwoman April Schmick, Steve Edwards, Tina Seibert, Rob Zeglen and Jeremy Allen

Carried 5-0

Motion made by Tina Seibert to adjourn the meeting, seconded by Rob Zeglen at 8:50 pm.

Ayes: Chairwoman April Schmick, Steve Edwards, Tina Seibert, Rob Zeglen and Jeremy Allen

Carried: 5-0

Sandra Mahr

Planning & Zoning Board Clerk